

DATE: JULY 08, 2011

INS110055

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ATTORNEY 2

CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
LEGAL
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION, PERFORMS RESEARCH AND WRITES MEMORANDA AND BRIEFS ON COMPLEX LEGAL ISSUES AFFECTING THE AGENCY. RESPONDS TO AND ADVISES COMMISSIONER AND OTHER DIVISIONS ON INSURANCE ISSUES. INTERPRETS STATUTES, RULES AND COURT OPINIONS. RESEARCHES AND DRAFTS PROPOSED LEGISLATION AND RULES. REPRESENTS THE INSURANCE COMMISSIONER IN LEGAL MATTERS AND ADMINISTRATIVE HEARINGS. ASSISTS HIGHER LEVEL ATTORNEYS IN COMPLEX LEGAL MATTERS. REIVIEWS THE WORK OF JUNIOR STAFF FOR ACCURACY. RESPONDS TO QUESTIONS FROM OTHER STATES, LEGISLATORS AND THE PUBLIC. AS REQUIRED, RESEARCHES AND ADVISES AGENCY RELATING TO FREEDOM OF INFORMATION ACT (FOIA), RECORDS MANAGEMENT AND ELECTRONIC RECORD RETENTION AND PROTECTION IN CONNECTION OF REGULATION AMONG OIC DIVISIONS RELATING TO UNINSURED WORKERS COMPENSATION CLAIMS AND COLLECTION OF CLAIMS COSTS ON BEHALF OF THE UNINSURED EMPLOYERS' FUND. MAY PROVIDE LEGAL SUPPORT FOR HEATLH INSURANCE EXCHANGE DEVELOPMENT AND OTHER HEALTH INSURANCE INITIATIVES AS NEEDED. HANDLES CORRESPONDENCE AND TELEPHONE INQUIRIES. PERFORMS OTHER REALTED WORK AS REQUIRED.

REQUIREMENTS: TRAINING: ADMISSION TO THE WEST VIRGINIA STATE BAR.
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EMPLOYMENT IN THE PRACTICE OF LAW.
SUBSTITUTION: ONE YEAR OF FULL-TIME OR EQUIVALENT PART-TIME PAID EMPLOYMENT AS AN ATTORNEY WITH THE AGENCY TO WHICH ASSIGNED SHALL BE CONSIDERED THE EQUIVALENT OF TWO YEARS OF EXPERIENCE.

SALARY: PAY GRADE 020 \$41,736.00 - \$77,220.00

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DEADLINE: JULY 19, 2011

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
Cammie Wheeler
PO BOX 50540
Charleston, WV 25305

PLEASE INCLUDE POSTING NUMBER INS110055 ON APPLICATION